

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: [jobs@tceq.texas.gov](mailto:jobs@tceq.texas.gov)

Physical Address - 12100 Park 35 Circle, Bldg. A

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Austin, Texas 78711-3087

(512)239-0102



**Internet:** [www.tceq.texas.gov](http://www.tceq.texas.gov)

**Fax:** (512)239-0111

**State Title:** **Systems Analyst III**

**Functional Title:**

**Job Posting:** **16029**

Monthly Salary: \$3763.16 - \$5020.96

Salary Group: B20

Posting Date: 10/01/2015

Close Date: 10/15/2015

Section/Division: Water Rights Permitting & Avail Section/ Water Availability Division

Work Location: 12100 Park 35 Circle, Austin, TX 78753

Openings: One(1)

Position #(s): 3828

### **Job Description:**

Provides analysis for the development and management of water rights data systems and data for the Water Availability Division of the Texas Commission on Environmental Quality (TCEQ). Analyzes database information requirements and maintains data integrity using project management techniques to organize requirements and develop technical solutions to support the management and use of water rights data. Documents processes and progress in reports to management with an appropriate level of detail. Performs data entry and data quality assurance reviews. Evaluates and identifies potential risks and implements policies to maintain integrity of program area information. Prepares administrative reports for division activity. Develops, enhances, and maintains guidance and procedures for the development and management of data processing activities. Provides guidance to water rights staff on the development/maintenance of water rights data and provides technical assistance on delivery of water rights information to agency staff, regulated entities, and the general public. Analyzes information operations and reviews reports and recommendations from other agency information/IT staff as it relates to the program area. Maintains and updates the content on the Division's web pages that contain database information.

**Military Occupational Specialty (MOS) Codes:** 13R, 25B, 255A, IT, ITS, 6046, and 8846

### **Minimum Qualifications:**

Three years of full-time experience in systems administration, business process analysis and modeling, application development, or system and application design.

OR A master's degree from an accredited college or university, or technical college with a major in computer science, computer information systems, management information systems, mathematics or a related field (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION).

OR A bachelor's degree from an accredited college or university, or technical college with a major in computer science, computer information systems, management information systems, mathematics or a related field (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) plus one year of the required experience.

OR Completion of 18 semester hours (27 quarter hours) in computer science, computer information systems, management information systems, mathematics or a related field (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) plus two years of the required experience.

OR CAREER LADDER PROGRESSION:

One year of full-time TCEQ experience as a Systems Analyst II.

### **Preferred Requirements:**

Experience with Oracle databases, Access databases, Crystal reports, and/or CCEDS application.

Experience with coordinating technical and administrative duties.

Experience communicating with internal and/or external customers.

**Special Requirements:**

Moving up to 15 pounds of documents, equipment.

Traveling up to 10% of the time.

The agency will review the applicant's driving history in connection with the use of a vehicle in the performance of the job.

**Condition of Employment:**

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Services (HRSS) office by 5:00 p.m. on the closing date. A signed faxed or emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer